Project Start Up

Starting Project Database

Initial Release	1.0
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What is a Project Database?

A project database is a repository of information maintained on a project. This database provides a historical record of project activities. Planned and actual activity information is maintained. The database also provides a status to state organization and oversight managers.

State organizations will be responsible for maintaining information relative to IT projects. This data collection is to begin at project start-up and, depending on the size of the project, will be updated throughout the project until closure. The collection of this data is driven by both the initiation and oversight processes.

Contents of the Database

The database will contain the following information:

- Project summary information
- Planned and actual financial information
- Planned and actual schedule information
- Planned and actual staffing information
- Project requirements list and metrics on requirements changes
- Project risks and mitigation measures
- Project issues and action items log
- Deliverable log with planned and actual delivery dates
- Configuration items
- Quality audit results

How is the Historical Data Used?

Historical project data serves as a knowledge base and a repository for future project planning and estimating efforts. By maintaining a history of project successes and failures, a project manager can utilize this information in planning new projects. It is helpful to learn from past successes and failures, particularly if you do not need to experience every failure first hand.

> **Those who cannot remember the past are condemned to repeat it.**
> **— George Santayana**